

Middle School Initiative

**PART I
COVER SHEET**

CAP 2 SEMESTER 1 WEEK 16

COURSE: Rickenbacker Leadership Laboratory, Achievement 4

LESSON TITLE: Review for Achievement 4 Test

LENGTH OF LESSON: 50 Minutes

METHOD: Discussion

REFERENCE(S): *Leadership: 2000 And Beyond*

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): None

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to be fully cognizant of:

1. His/her duties and responsibilities as a Senior Airman
2. The ABCD's of leadership
3. The roles of leadership
4. The role of the NCO supervisor
5. The art of listening
6. The proper procedures of counseling
7. The reason for feedback

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet shall accept the responsibilities of a cadet junior noncommissioned officer.

AFFECTIVE OBJECTIVE: None

AFFECTIVE SAMPLES OF BEHAVIOR: None

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PART II TEACHING PLAN

Introduction

ATTENTION: *"Words are the most powerful drugs used by mankind."* - Rudyard Kipling

MOTIVATION: *"Always do right. This will gratify some people and astonish the rest."* -Mark Twain

OVERVIEW: We are going to make a quick review of Chapter Four and hopefully better prepare you for the upcoming test.

TRANSITION: Are you ready to go into overload?

Body

MP 1 Duties and Responsibilities. As a senior airman you have the chance to lead and teach. Many of you have been doing that for some time now. Some of you have or are filling cadet senior NCO and officer positions within the unit. The positions that you are or have filled have been a tremendous learning experience. This will continue throughout the balance of the course. Accept these responsibilities with an open mind and do the best you can.

MP 2 ABCD's of Leadership. You must have the ability to become a leader. You must be mentally alert, be able to communicate effectively with others, and be able to work with others of lesser, equal, or greater rank.

Your behavior must be beyond reproach. You should be accessible by your subordinates. Your unit members will follow the standard that you set.

As a leader in this program, you should show the personal characteristics of respect for authority, discipline, integrity, patriotism, and loyalty.

You, as a dynamic leader, will be accorded the respect and fellowship of your unit. To maintain your leadership within the unit you must be sensitive to the needs of your people and act upon them accordingly. Remember that the unit and the mission must be paramount in your thinking.

MP 3 Roles of Leadership. At this point in your cadet career, you are both a follower and a leader. This dual role requires that you remember that they are separate and distinctly different, but can be acted upon simultaneously.

MP 4 The NCO as a Supervisor. The NCO has a responsibility to direct, inspect, and evaluate the activities of those under his jurisdiction. The extent to which these are done is based mainly on the training and expertise of the workers. By putting the right persons in the right job, the supervisor lessens the requirement to oversee his workers. Training is the key to productivity within the unit and a competent NCO assures that his people are trained to acceptable standards. Properly trained personnel are stimulated to work efficiently and if used fully on essential tasks, they will grow on the job.

Tasking your workers efficiently is the key to effective utilization. Span of control allows you to control a limited number of persons at any one time. You must delegate responsibility and authority to others and make them accountable for their actions. By spreading the workload, you have time to get around to all the workers, as needed. Do not assign tasks that are meaningless make-work. This will discourage the workers.

MP 5 Listening. You may hear something but are you listening to it? Listening requires you to be attentive and receptive to the material being presented. Withhold any judgement on what you hear until you hear it all; then you may judge the facts as presented. Keep an open mind and treat your subordinates fairly. Listening is a learned art to be effective.

MP 6 Counseling. Counseling of subordinates falls into three main categories: performance counseling, career counseling, and personal counseling. Each method may be used separately or in conjunction with another. Use of any method is based on the situation presenting itself to you. Use the counseling methods wisely and you will assist in producing a valuable member of the team.

MP 7 Feedback. Feedback is based on effective listening and good judgement. Establish a good line of communication with your subordinates and provide them with the information necessary to improve their performance and reliability.

Conclusion

SUMMARY: In this very short period, we have reviewed the main points of this achievement.

REMOTIVATION: *"My guidelines are simple. Be selective. Be concise. Don't tell someone what they know; tell them what they need to know, what it means and why it matters."* General David C. Jones, former Chief of Staff, USAF.

CLOSURE: Next week you will learn the basic positions and movements of a guidon bearer and in the following week you will be tested on all the material presented for this achievement. To better prepare yourself for these two events, I suggest that you study Section C, Chapter 5, of your drill and ceremonies manual, and review all the material, again, in Chapter 4 of the leadership text. **DISMISSED!**

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was to review all of Chapter 4, *Leadership: 2000 and Beyond*.

LESSON QUESTIONS: None